

ANSHAL MUSTHAFA

OPERATIONS & LOGISTICS COORDINATOR

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PROFESSIONAL SUMMARY

Dynamic and results-driven operations professional with over 4 years of experience in logistics, fleet coordination, and administrative operations. Proven leadership at Cloud Seven Trading & Contracting Company, where you led cross-departmental operations, optimized resource flow, managed recruitment activities, and enhanced customer satisfaction through process improvements. Awarded Best Employee for exceptional performance and dedication to operational excellence. Skilled in handling procurement, inventory control, staff supervision, and issue resolution with precision and efficiency. Fluent in English, Arabic, Hindi, Malayalam, and Tamil, and known for rapid adaptability, a hands-on mindset, and strong team collaboration.

WORK EXPERIENCE

Cloud Seven Trading & Contracting Company – 3 Years

Operations Coordinator

- Coordinated daily operations and streamlined communication across departments.
- Managed procurement, inventory control, and resource availability.
- Led recruitment processes and supported administrative tasks.
- Awarded Best Employee for outstanding performance and leadership.
- Played a key role in improving customer service delivery and internal workflow.

Awan Transport Company - 1 Year

Fleet Controller

- Managed the daily transportation of containers from the port to client locations.
- Monitored fleet performance, scheduling, and driver supervision.
- Utilized GPS systems for tracking, route planning, and compliance monitoring.
- Maintained reports on fuel usage, vehicle status, and operational efficiency.

KEY SKILLS

- Fleet & Transport Coordination
- Procurement & Inventory Control
- Operations & Logistics Management.
- Leadership & Team Development.
- Microsoft Office (Word, Excel, PowerPoint)
- Fast Learner with Short Learning Curve
- Administrative Support
- Staff Recruitment & Training
- Problem-solving & decision-making
- Communication & Multilingual Fluency

EDUCATION

Bachelor of Commerce (CA) – Malabar Christian College, Calicut

ADDITIONAL INFORMATION

- Languages: English, Arabic, Hindi, Malayalam, Tamil
- Iqama Status: Valid & Transferable
- Nationality: Indian